

SSOW – Recovering immobilised equipment.

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Scope of Activity:	This safe system of work covers Forkway engineers recovering immobilised equipment.
Applicable Risk Assessment:	RA 009 – Recovering immobilised equipment.
Hazards Expected:	As identified in the applicable risk assessment.
Mandatory PPE:	Overalls Safety boots Nitrile gloves Safety glasses High visibility clothing (vest as minimum)
Additional PPE (as required):	N/A
Resources:	Competent engineer (s) Suitable tow link (as recommended by manufacturer)

Manning:

Field service engineer(s) reporting to an Engineering Manager who is responsible for providing information, instruction, supervision and ensuring that the engineers are suitably trained. In turn the Engineering Manager reports to the Regional Business Manager.

Engineers will take full responsibility for:

- Customer contact, authority to carry out the task, signing and implementing customer work permits and following customer site rules;
- Establishing with the customer and working in a safe area and environment;
- Ensuring that a risk assessment is in place, is suitable and sufficiently covers all hazards;
- Familiarising themselves with the equipment operator and maintenance manuals;
- Ensuring all maintenance and repairs are completed in accordance with the manufacturer's manual.

Safe Working Method:

- Upon arrival on site, you must sign in where applicable and make contact with the designated site contact. You must ensure you have completed any necessary inductions and any permits to work or other documentation required by customer have been completed;
- Agree with the site contact a designated safe working area in which to carry out all operations;
- Avoid recovering the equipment where possible. If recovering the equipment cannot be avoided, make sure you have a copy of the manufacturer's operating instructions for towing/ recovering immobilised equipment. If the instructions are not available, contact your line manager;
- Lower any raised components before moving the equipment to ensure stability is maintained. If this cannot be achieved a specific risk assessment will be required;

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- A specific risk assessment must be completed before recovering equipment where the load is still attached. Load should be removed where possible before recovery of equipment.
- Ensure you have a suitable tow link as recommended by the manufacturer of the equipment. If a tow link is not available, contact your line manager;
- Ensure equipment being used to tow is of a suitable capacity and power rating to tow the immobilised equipment. If using a lift truck to tow, install a load of approximately half the rated capacity to increase traction;
- Ensure you have a suitable second person available. The second person must be another Forkway engineer. Customer employees or third parties must not be used;
 - Ensure both parties are fully trained and authorised to operate the equipment involved;
 - Both parties must familiarise themselves with the controls and manufacturer's operating instructions on towing/ recovering immobilised equipment;
- Agree route and method between both operators before starting recovery
 - Avoid work in areas with high volumes of vehicle or pedestrian movements. Where this cannot be avoided, discuss with customer contact and ensure others in area are warned of towing operation;
 - Towing must only be undertaken on firm level ground. Ensure ground conditions are strong enough to hold capacity of both the immobilised equipment and equipment being used to tow;
 - Do not attempt operation on soft/ weak ground conditions. Continue to dynamically assess ground conditions throughout task and remain vigilant for anything that may change the ground's load bearing capacity (heavy rain, etc.);
 - Assess ground conditions before starting for anything which could cause loss of traction (ice, snow, slippery contaminants, etc.). If any of these are present, do not proceed until they have been removed;
 - Avoid towing on steep gradients or around sharp bends;
- Undertake pre-use checks on all equipment involved to ensure they are free from defects, paying particular attention to:
 - Steering and brake functionality on immobilised equipment. If steering or brakes are defective, contact line manager before proceeding. A more specific assessment and method of working may be required;
 - Securing points on both pieces of equipment. Ensure they are free from defects and structurally sound. If they are attached to chassis by bolts, ensure bolts are in place, tight and free from defects;
 - Ensure there is a means of raising alarm available on both pieces of equipment before starting in case something goes wrong, e.g. horn or similar;
- Once route and method have been agreed and all equipment has been checked, position equipment being used to tow next to the immobilised equipment in an appropriate position;
- Connect the tow link to the appropriate securing points on both machines as recommended by the manufacturers;
 - Ensure both pieces of equipment are isolated with keys removed and park brakes enabled before going in between them. Make use of wheel chocks or similar if park brake is defective on immobilised equipment;
 - Position tow link as low as possible;

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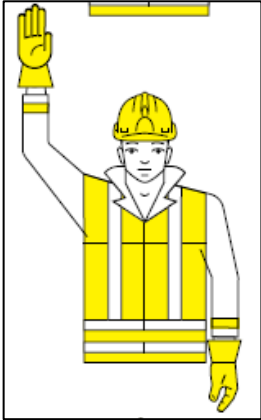
- Ensure there is a suitable and sufficient distance between both pieces of equipment once tow link is in place;
- Select the lowest speed settings on equipment and gently proceed forward until the strain is felt on the equipment being used to tow and both pieces of equipment are mobile;
 - Operator of the equipment being used to tow must maintain a slow, smooth and gentle pace throughout the journey;
 - Both operators must maintain visual awareness of road ahead and pre-empt any obstructions that arise or manoeuvres that may be required;
 - Hand signals must be used by the operator of the equipment being used to tow to signal when he will be starting or stopping/ slowing (example signals are given at end);
 - Operator of equipment being towed must try to keep the tow link from going slack by slowing the equipment being towed relative to the equipment being used to tow;
 - If any cause for concern arises during operation the horn should be used to raise awareness and stop the operation;
 - Ensure no person is positioned in between the immobilised equipment and equipment being used to tow at any point during the towing operation. Stop operation immediately if someone enters this position.
 - Stop operation immediately if any sign of potential overturning becomes apparent;
- Once you have arrived at the desired destination slow to a stop whilst maintaining the tension on the tow link;
- Isolate the equipment being towed and engage the park brake. If park brake is defective, make use of chocks to prevent movement;
- Once equipment being towed is secured from moving, slowly reverse back equipment being used to tow to relieve the tension off the tow link;
- Isolate the equipment being used to tow and engage the park brake;
- Disconnect the tow link from both pieces of equipment;
- Check both pieces of equipment for any damage caused by the towing operation.

Example Hand signals:



Start/ Move Forward – Raise right hand with index finger extended and move in a circular motion to signal you will be starting to movement. Once signal has been received lower arm may be lowered.

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Slow/ Stop – Raise right hand with palm facing forward and hold in position. Once signal has been received may be lowered to maintain control of equipment.